

## **Instructions for Family Court Panels Applications**

Dear Family Court Panel Applicants:

Pursuant to Administrative Order 09-07, the Family Court Panels will be reconstituted in 2015. **All current panel members and all attorneys seeking panel membership must submit a 2015 application.** All applicants must be **current members** of the D.C. Bar and in good standing. Applications for anyone pending D.C. Bar admission will not be accepted or considered. Applications are due by **5:00 p.m. on JUNE 15, 2015.**

**Please note that the 2015 application is new, and it is different from prior applications you may have submitted. Please also note that the email address to which you will email your electronic application has changed and is different from the email address you may have used in previous years.**

This following Family Court Panels are being reconstituted and are accepting applications:

Counsel for Child Abuse and Neglect (**CCAN**) (representing parents and caretakers)  
Guardian *Ad Litem* (**GAL**)  
Special Education (**SPED**)  
Persons in Need of Supervision (**PINS**)  
Delinquency (**DEL**)  
Mental Health (**MH**)  
Mental Habilitation (**MHab**)

Each applicant must submit the following

1. Completed application.
2. Certificates Concerning Discipline from the Office of Bar Counsel of the District of Columbia, and equivalent documents from all other jurisdictions where the applicant has ever been admitted to the Bar. The Certificate Concerning Discipline must have been issued no more than 3 months prior to the due date of your Family Court Panel application. However, if you submitted a 2015 application to the Probate Panel, you may submit a copy of the Certificate Concerning Discipline that you used for your Probate Panel application, provided it was current at the time you submitted it for the Probate Panel application process. Please note on the certificate itself that it was previously submitted for the 2015 Probate Panel.
3. Certification of payment of D.C. Bar dues.
4. One recent, color photograph of the applicant. The photograph must be “passport sized” which is 2 inches by 2 inches, and contain just a photo of the applicant’s head/face.

## **Filing Instructions:**

**The Application must be submitted both electronically (by email) and on paper by 5:00 p.m. on JUNE 15, 2015 .**

### **(1) Electronic Submission**

The application must be emailed to: [FamilyCourtPanels@dcsc.gov](mailto:FamilyCourtPanels@dcsc.gov) . The subject line of the email shall state the applicant's last name and first name, and middle initial. The application itself must be an attachment, in Word format, and the supporting documents (Certificate Concerning Discipline, Certification of Payment of D.C. Bar Dues, and the color photograph) must all be scanned and attached to the email. **The emailed copy does not need to be electronically signed or dated.**

### **(2) Paper Copy of Application**

The application and supporting documentation (Certificate of Discipline, Certification of Payment of D.C. Bar Dues, and photograph) must be submitted on paper to the Counsel for Child Abuse and Neglect (CCAN) office, Room 4415, Superior Court, 500 Indiana Ave NW, Washington DC 20001 (202-879-1406). **The CCAN office is collecting applications for ALL Family Court Panels. The paper copy of the application is your official application and must have an original signature and date.**

**Incomplete applications will not be considered. No notice will be provided to the applicant concerning failure to complete the application or to submit the required documentation.**

## **Language Proficiency**

In an effort to better serve our growing numbers of non-English speaking indigent litigants, we have instituted language proficiency testing for any applicant who states that he or she is fluent in a language other than English. If you state that you are fluent in a language other than English, you will be asked to participate in a language proficiency evaluation with the Office of Court Interpreting Services and Language Access Program.

Thank you for your interest in the Family Court Panels.

Hon. Hiram Puig-Lugo  
Hon. Magistrate Judge Julie Breslow  
Co-Chairs Family Court Panels Committee

**Superior Court of the District of Columbia  
2015 FAMILY COURT PANEL APPLICATION**

1. Please list your name, including any former names used.
2. Please list your DC Bar Number.
3. Please list the panels for which you are applying.
4. Are you fluent in any language in addition to English? (If no, state N/A)

If yes, what language(s)?

**If you state that you are fluent in a language other than English, you will be required to undergo an assessment of fluency by the Court Interpreter's Office.**

5. Please list your office address.

**If your office is not in the District of Columbia or within 25 miles of the District of Columbia Superior Court, please describe your plans for getting in and out of the District of Columbia for court appearances and meetings with clients and parties. (If your office is within the District of Columbia or within 25 miles of the District of Columbia Superior Court, please state N/A.)**

6. Please list your Office Telephone Number, Mobile Phone Number, and Fax number (if you use a fax machine.)

7. Please list your office Email Address.

8. Please list any D.C. Superior Court Panel(s) on which you are a provisional or full member, and list the year you joined this panel.

9. Have you applied for any D.C. Superior Court Panel and been denied membership? If yes, please list the name of the panel(s) and year of your application. (If your answer is No, please state N/A.)

10. Have you ever been removed from any D.C. Superior Court Panel? If yes, please list the name of the Panel(s) and year of removal. If the removal was because you did not reapply, please state this.

(If you have not been removed from any panel, please state N/A.)

11. (a) Please list the name of your law school and the year you received your law degree.

If you have received any other graduate degrees in addition to a law degree, please also provide the name of the educational institution, the year you received a degree and the degree received.

If you participated in a clinical legal program, please name and describe it.

(b) Please list the name of your undergraduate institution and the year you received your undergraduate degree and the degree you received.

12. Please list jurisdictions in which you are licensed to practice law, noting if you are in good standing, your date of admission, and if you are active or inactive.

13. Please list your employment history and job titles since graduating law school. List this information in reverse chronological order, starting with the most recent job you have held. Provide information regarding dates of employment, job titles, and responsibilities and accomplishments. If you held jobs prior to law school which you feel provided you with experience that would be useful as a panel attorney you may list it here, too.

14. Please list up to five D.C. Superior Court judicial officers who are knowledgeable about your qualifications to serve on the panel(s) to which you have applied. If you believe the judicial officer's knowledge is based primarily on a specific case or cases in which you appeared please identify the case or cases. (The panel application process is confidential so full names as well as case numbers should be included.)

If you have not appeared in D.C. Superior Court in the past five years, but have appeared in a court or courts in other jurisdictions, you may list judicial officers in other jurisdictions provided you include contact information.

15. Please answer the following questions for EACH panel for which you are applying. (For example, if you are applying for the CCAN and DEL panels, answer the questions for the CCAN panel first, and then repeat the questions and answer them for the DEL panel, and so on for each panel for which you are applying.)

Panel Name:

Have you previously served as counsel in the type of cases covered by this panel? If Yes, answer (a) through (d) below. If no, skip to (e) below.

(a) Approximately how many cases of the sort covered by this panel have you been involved in?

(b) How many years have you been handling cases of this type?

**(c) Briefly describe any trainings or classes you have taken or audited, or certifications you have obtained, that directly impact your work on the type of cases covered by the panel.**

**(d) Provide information regarding the types of parties you have typically represented (for example, parents, respondents in DEL cases or MH or Mhab cases). If you are applying for the DEL panel, discuss the number of cases tried to verdict, and whether the cases were felonies or misdemeanors. If you are applying for the GAL or CCAN panels, discuss your experience with contested adoptions, TPR trials, and contested guardianship and contested neglect cases. For all panels, please include information regarding significant case-related accomplishments such as specific areas of expertise you have developed (ie: experience representing undocumented people, or experience working with people with mental illness, or expertise working with people with addictions, experience with appeals, etc.)**

**(e) If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.**

**16. Please briefly describe your work in no more than three cases in which you have served as counsel. For each of those matters, provide (a) the case name, (b) the case number, (c) the court where the case was heard, (d) the date of trial, if any, (e) a description of the legal or factual issues involved or why the case is significant, (f) the name of the judicial officer who presided over the case. If the case(s) you describe were not in D.C. Superior Court, provide specific information regarding the Court where the case(s) took place.**

**17. If you are applying for the SPED panel, you are required to seek compensation from the D.C. Public Schools for any eligible services prior to seeking compensation from the court for such services. Do you affirm that in no instance will you seek compensation from the court for services for which you have been or will be compensated by DCPS (If you are not applying for the SPED panel, state N/A.)**

**18. Since your admission to the District of Columbia Bar, have you ever:**

- (a) Been convicted of a crime which carries a potential sentence of 180 days or more in prison?**
- (b) Been sued by a client or been a party or otherwise involved in any other legal proceedings?**
- (c) Been the subject of a complaint to any court, administrative agency, bar association or disciplinary committee, or other professional group in the District of Columbia or elsewhere?**

**If your answer is yes any of (a) – (c) above, please provide details.**

**19. Provide any other information that you believe might be of assistance in assessing your qualifications to receive appointments to represent indigent clients in Family Court.**

**20. Attorneys selected to represent indigent clients in Family Court are expected to fully comply with the relevant Practice Standards adopted by the Superior Court and to timely satisfy their initial and continuing legal education requirements. Are you willing to act in accordance with Attorney Practice Standards and timely satisfy all CLE requirements?**

**21. Pursuant to Administrative Orders, the court sets an annual cap for attorney compensation for all appointed representation. Do you agree to comply with these Orders and any subsequent Orders setting the annual cap for compensation, and do you understand that violation of any such Order may result in your removal from the panel(s)?**

**22. If you are currently employed at another position and if you are accepted to any Panel please describe the process you will undertake to make yourself available for Family Court appointments and when you would expect to be able to accept such appointments.**

**Please certify the following:**

**I declare under penalty of perjury under the laws of the United States that the answers provided in the Family Court Panels Application are true and accurate to the best of my knowledge and belief. Further I certify that I am a member in good standing of the District of Columbia Bar. I understand that I have a duty to supplement this application if anything changes regarding my bar membership, bar discipline, or membership on any panels.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date